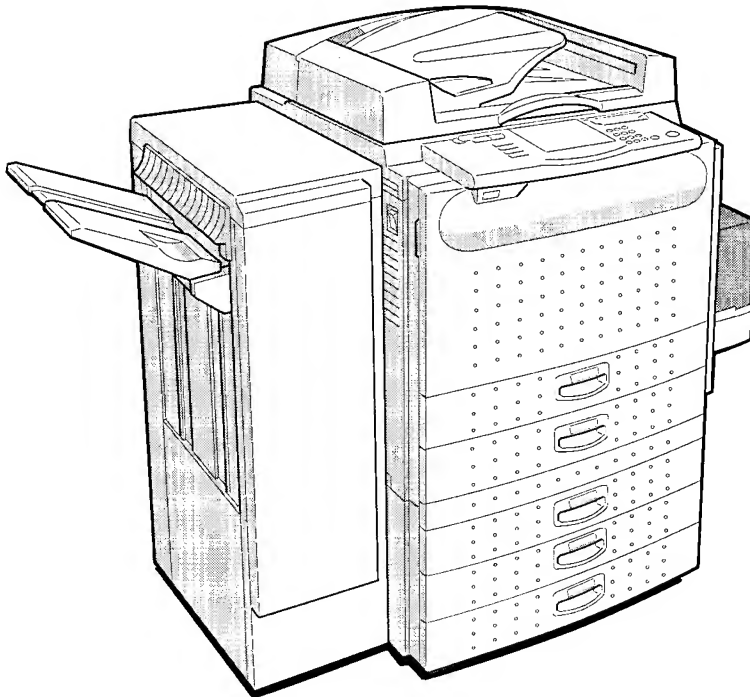


SAVIN 9950DP

Operating Instructions



Operator Safety:

This copier is considered a CDRH class I laser device, safe for office/EDP use. The Copier contains a 15-milliwatt, 760-800 nanometer wavelength, GaAlAs laser diode. Direct (or indirect reflected) eye contact with the laser beam may cause serious eye damage. Safety precautions and interlock mechanisms have been designed to prevent any possible laser beam exposure to the operator.

Laser Safety:

The Center for Devices and Radiological Health (CDRH) prohibits the repair of laser-based optical unit in the field. The optical housing unit can only be repaired in a factory or at a location with the requisite equipment. The laser subsystem is replaceable in the field by a qualified Customer Engineer. The laser chassis is not repairable in the field. Customer engineers are therefore directed to return all chassis and laser subsystems to the factory or service depot when replacement of the optical subsystem is required.

Warning:

Use of controls or adjustment or performance of procedures other than those specified in this manual may result in hazardous radiation exposure.



As an Energy Star Partner, we have determined that this copier model meets Energy Star Guidelines for energy efficiency.

This product was designed to reduce the environmental impact associated with copying equipment by means of energy saving feature such as Auto Off, Low Power, and Duplex Mode Priority modes.

For details, see the following pages.

- ❖ Auto Off Mode : see page 138.
- ❖ Low Power Mode : see page 137.
- ❖ Duplex Mode Priority : see page 141.

Two kinds of size notation are employed in this manual. With this machine refer to the inch version.

For good copy quality, Savin recommends that you use genuine Savin toner.

Savin shall not be responsible for any damage or expense that may result from the use of parts other than genuine Savin parts in your Savin office product.

Note: Some illustrations may be slightly different from your machine.

Note: Certain options may not be available in some countries. For details, please contact your local dealer.

Power Source: 120 V, 60 Hz, more than 12A

Please make sure to connect the power cord to a power source as above. For details about power source, see page 160.

Recycled paper:

Please contact your sales or service representative for recommended recycled paper types that may be used in this copier.

INTRODUCTION

This manual contains detailed instructions on the operation and maintenance of this copier. To get maximum versatility from this copier all operators should carefully read and follow the instructions in this manual. Please keep this manual in a handy place near the machine.

Please read the next section before using this copier. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.


SAFETY INFORMATION

When using your copier, the following safety precautions should always be followed.

Important Symbols Used In This Manual



In this manual, the following important symbols are used.

 **WARNING:** *Ignoring this warning could cause serious injury or even death.*

 **CAUTION:** *Ignoring this caution could cause injury or damage to property.*

Examples

 **Asituation that requires you take care.**

 **Do NOT carry out the operation represented by the symbol .**
This example means "Do not take apart."

 **A ● means you MUST perform this operation.**
This example means "You must remove the wall plug."

WARNINGS:



- *Only connect the machine to the power source described on the inside front cover of this manual.*
- *Avoid multi-wiring*
- *Do not damage, break or make any modifications to the power cord. Do not place heavy objects on it, pull it hard or bend it more than necessary. These actions could cause an electric shock or fire.*
- *Do not plug or unplug the power cord with your hands wet. Otherwise, an electric shock might occur.*



- *Make sure the wall outlet is near the machine and freely accessible so that in event of an emergency it can be unplugged easily.*



- *Do not remove any covers or screws other than those specified in this manual. Some parts of the machine are at a high voltage and could give you an electric shock. Also, if the machine has laser systems, direct (or indirect) reflected eye contact with the laser beam may cause serious eye damage. When the machine needs to be checked, adjusted, or repaired, contact your service representative.*
- *Do not take apart or attempt any modifications to this machine. There is a risk of fire, electric shock, explosion or loss of sight. If the machine has laser systems, there is a risk of serious eye damage.*



- *If the machine looks damaged or breaks down, smoke is coming out, there is a strange smell or anything looks unusual, immediately turn off the main and AC switches then unplug the power cord from the wall. Do not continue using the machine in this condition. Contact your service representative.*
- *If metal, liquid or foreign matter falls into the machine, turn off the main switches and unplug the main power cord. Contact your service representative. Do not keep using the machine with a fault or defect.*



- *Do not put any metal objects or containers holding water (e.g.vases, flowerpots, glasses) on the machine. If the contents fall inside the machine, a fire or electric shock could occur.*



- *Do not incinerate used toner or toner containers. Toner dust might ignite when exposed to an open flame. Dispose of the used toner containers according to local regulations for plastics.*

CAUTIONS:



- *Keep the machine away from humidity and dust. A fire or an electric shock might occur.*
- *Do not place the machine on an unstable or tilted surface. If it topples over, it could cause injury.*



- *After you move the machine, fix it with the caster fixture. Otherwise, the machine might move or come down to cause a personal injury.*



- *When you move the machine, unplug the power cord from the wall outlet to avoid fire or electric shock.*
- *When the machine will not be used for a long time, unplug the power cord.*



- *When you pull out the plug from the socket, grip the plug to avoid damaging the cord and causing fire or electric shock.*



- *If you use the machine in a confined space, make sure there is a continuous air turnover.*



- *Do not re-use stapled paper. Do not use aluminum foil, carbon-containing paper or other conductive paper. Otherwise, a fire might occur.*



- *When removing misfed paper, do not touch the fusing section because it could be very hot.*



- *This machine has been tested for safety using this supplier's parts and consumables. We recommend you only use these specified supplies.*



- *Do not eat or swallow toner.*
- *Keep toner or toner containers out of reach of children.*

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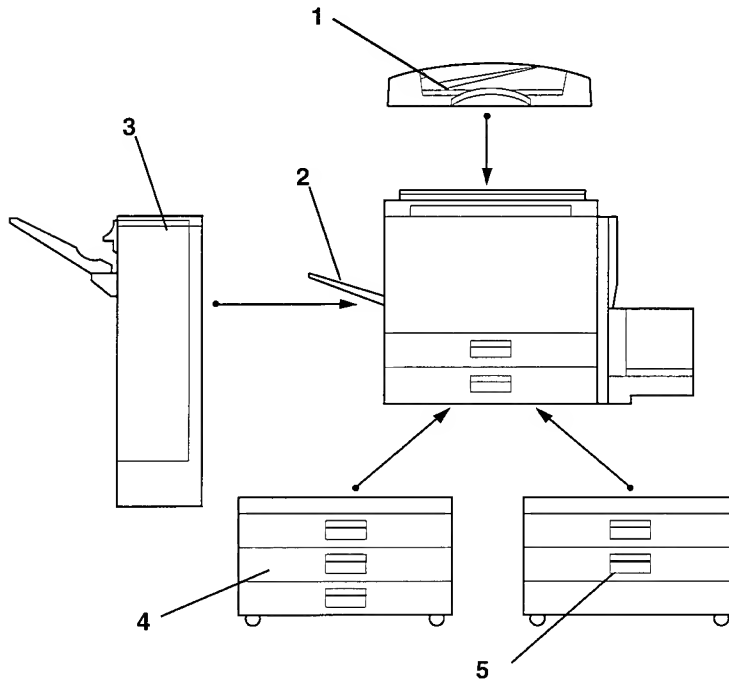
WHERE IS IT & WHAT IS IT

WHERE IS IT & WHAT IS IT

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SYSTEM OVERVIEW

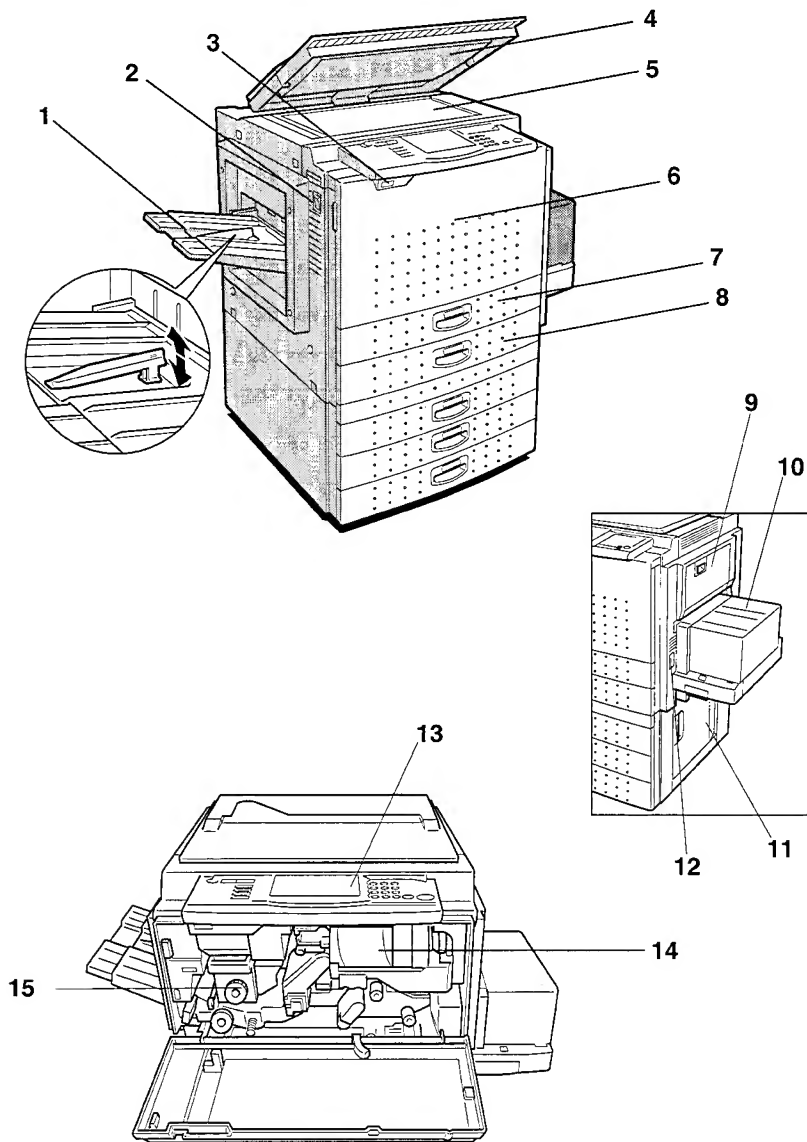
WHERE IS IT & WHAT IS IT



- | | |
|---|---|
| 1. Document feeder
(Option) | Insert a stack of originals here. They will be fed automatically. |
| 2. Copy tray
(Option) | Completed copies are delivered here. |
| 3. Finisher
(Option) | Sorts, stacks, and staples copies. |
| 4. 1500-sheet tray unit
(Option) | Holds 1500 sheets of copy paper. |
| 5. 1000-sheet tray unit
(Option) | Holds 1000 sheets of copy paper. |

□ Other options: platen cover and key counter

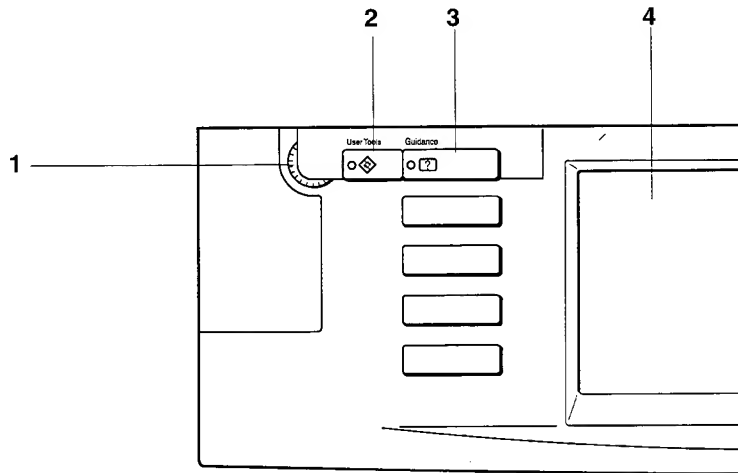
COPIER EXTERIOR & INTERIOR



1. **Copy tray (option)** Completed copies are delivered here. Regarding the capacity of the tray, see page 166.
2. **Main switch** Switches the copier between on and standby conditions.
3. **Auto response (human) sensor** When someone comes close to the copier, it will automatically switch from Low Power mode to standby mode.
4. **Platen cover (option)** Lower this cover over originals for copying.
5. **Exposure glass*** Position originals here face down for copying.
*After turning off the main switch, the exposure glass might be hot because of the anticondensation function. This is not a problem.
6. **Front cover** Open to access the inside of the copier.
7. **Unit for two-sided copies (Duplex unit)** Makes two-sided copies.
8. **Paper tray** Holds 500 sheets of copy paper.
9. **Bypass tray** Use to copy onto OHP sheets, adhesive labels, translucent paper, post cards, and non-standard size paper.
10. **Large capacity tray** Holds 1,000 sheets of copy paper.
11. **Right cover of the optional tray unit** Open to remove misfed paper.
12. **Key counter holder** Insert the optional key counter here.
13. **Operation panel** Operator controls and touch panel are located here. See the next page.
14. **Toner bottle** Replace the toner bottle when "Add Toner" is displayed on the display. See page 120.
15. **Fusing unit** Fuses the copy image to the paper. When accessing the inside of the copier, use caution. This unit may be very hot.

OPERATION PANEL

Hard Keys



1. Contrast Dial

Changes the brightness of the display.

2. User Tools key

Changes the basic settings and copy features. ➡ See page 134.

3. Guidance key

Shows guidance for functions.
➡ See page 28.

4. Touch Panel Display

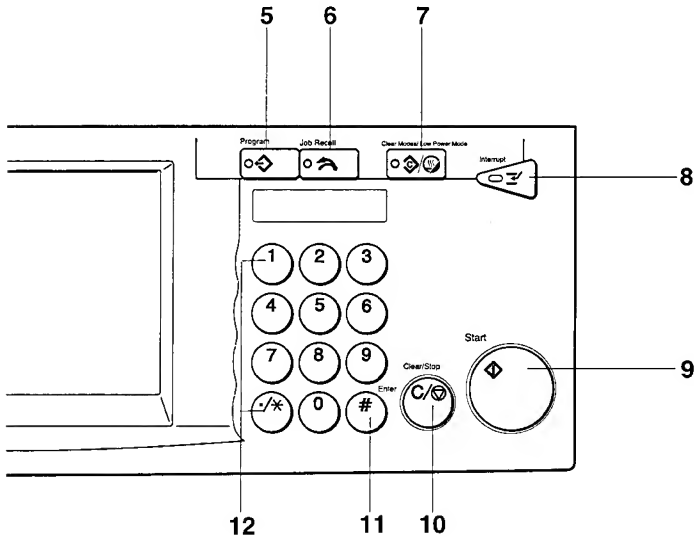
➡ See page 26.

5. Program key

Press to select the program mode. ➡ See page 54.

6. Job Recall key

Use to recall your previous copy settings. ➡ See page 53.



7. Clear Modes/Low Power Mode key

Press to clear the previously entered copy job settings. Also use to switch to and from Low Power mode. ➤ See pages 24 and 137.

8. Interrupt key

Press to make interrupt copies during a copy run.

➤ See page 53.

9. Start key

Press to start copying. Use to set the Auto Start. ➤ See page 37.

10. Clear/Stop key

While entering numbers, press to cancel a number you have entered. While copying, press to stop copying.

11. Enter key

Use to enter data in selected modes.

12. Number keys

Use to enter the desired number of copies and data for selected modes.

Touch Panel Display

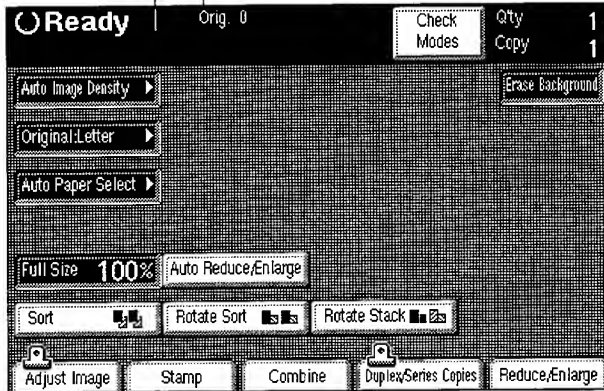
without optional finisher

Message area

Copier status and messages

Original Counter

Number of originals scanned so far.



Copy Set Total

Total number of copy sets entered.

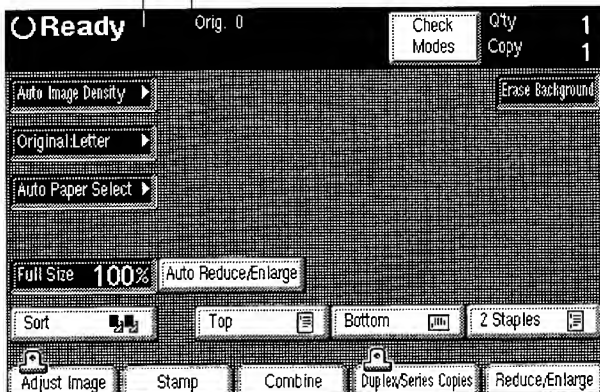
Copy Set Counter

Number of copy sets made so far.

with optional finisher

Message area

Original Counter



Copy Set Total

Copy Set Counter

- ❑ Regarding detailed information about each key and its functions, see page 12.
- ❑ For how to use the touch panel display, see page 26.

To save paper resources, the following modes are selected as a default setting as shown on the previous page.

[Duplex/Series Copies]

Duplex (from one-sided originals to two-sided copies)

Number of originals: Even

Orientation: Top to Top

[Adjust Image]

Margin Adjustment

(0.2" width margin for right side of back side)

- ❑ You can change the above default setting with the user tools. See pages 141 and 143.
- ❑ To change the Duplex mode settings, touch the **[Duplex/Series Copies]** key and change the setting.
- ❑ To change the Margin Adjustment settings, touch the **[Adjust Image]** key and change the setting.

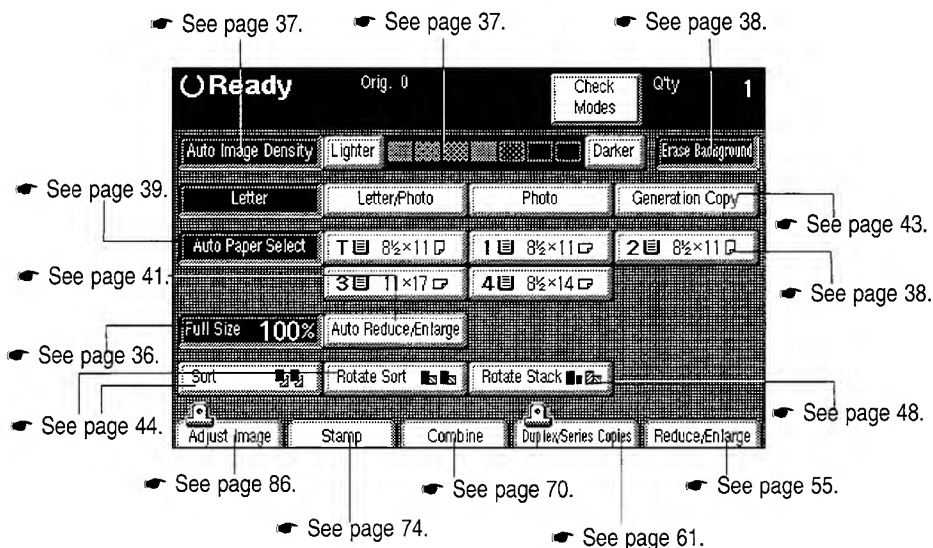
OPERATION PANEL

WHAT YOU CAN DO WITH THIS COPIER

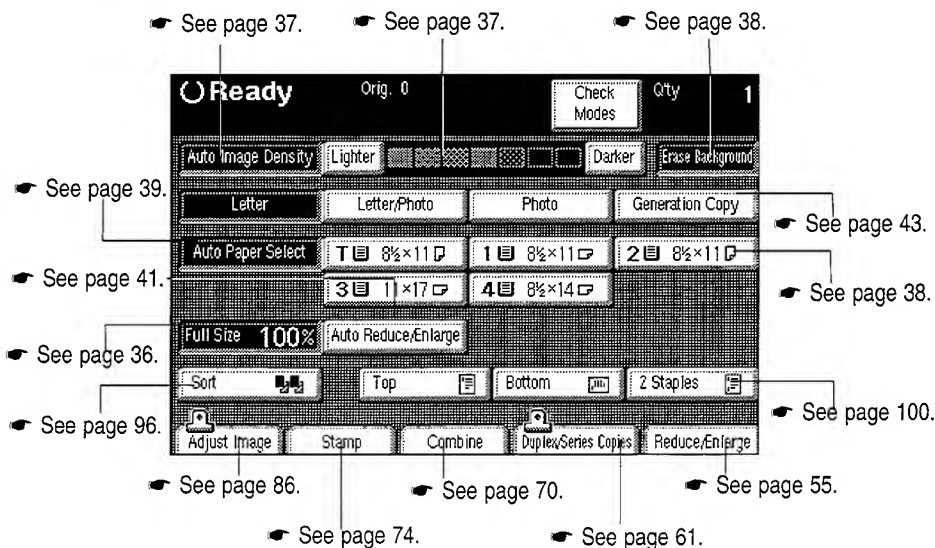
WHAT YOU CAN DO WITH
THIS COPIER

FUNCTIONS

without optional finisher



with optional finisher



Getting Help On The Display

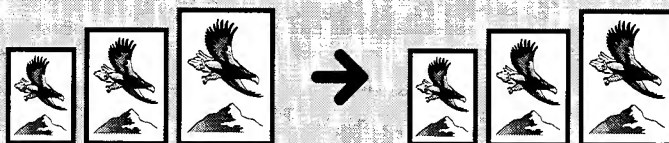
☛ See page 28.

Adjusting Copy Image Density

☛ See page 37.

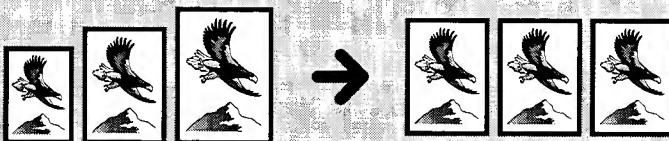
Having The Copier Choose The Paper Size

☛ See page 39.



Having The Copier Choose The Reproduction Ratios

☛ See page 41.

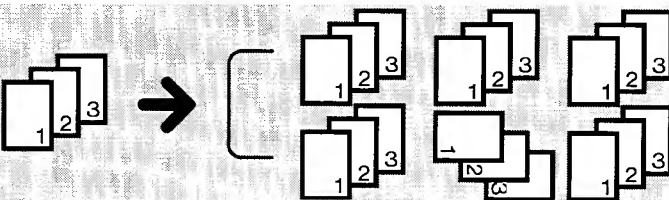


Selecting Original Type Setting

☛ See page 43.

Sorting Into Sets

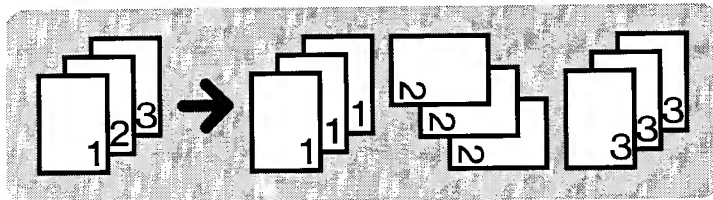
☛ See page 44.



WHAT YOU CAN DO WITH
THIS COPIER

Stacking Together All Copies Of A Page

➤ See page 48.



Copying From The Bypass Tray

➤ See page 50.

Temporarily Stopping One Job To Copy Something Else

➤ See page 53.

Recalling Job Settings

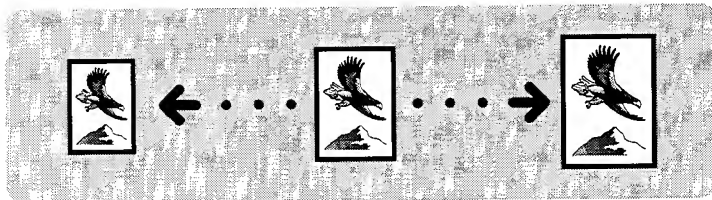
➤ See page 53.

Storing Your Copy Settings In Memory

➤ See page 54.

Reducing And Enlarging Using Preset Ratios

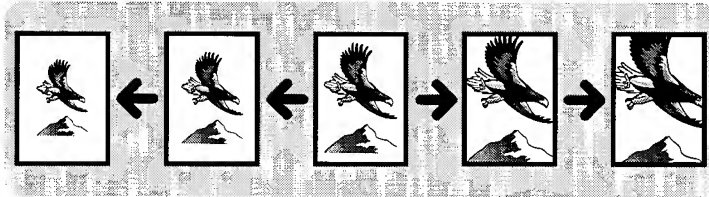
➤ See page 55.



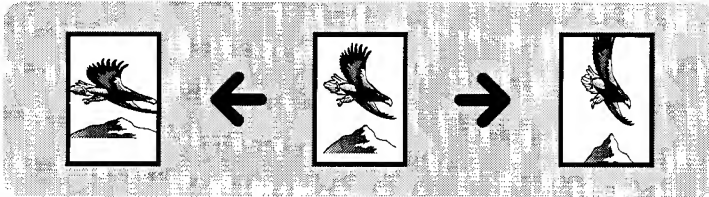
Reducing And Enlarging In 1% Steps

☛ See page 56.

Using the [+] and [-] keys or Number keys



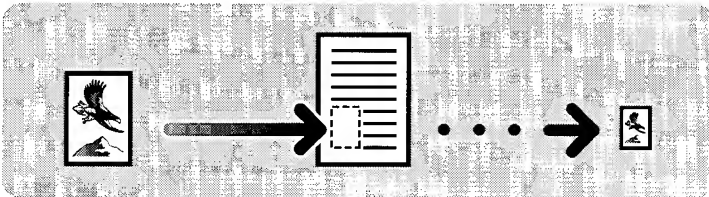
Stretching and squeezing the image



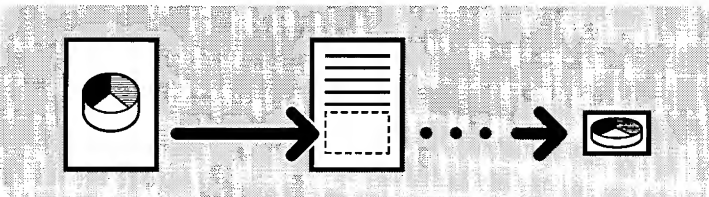
Fitting The Original To A Copy Of A Different Size

☛ See page 58.

Fitting the image in the copy area as it is



Stretching and squeezing the image into the copy area

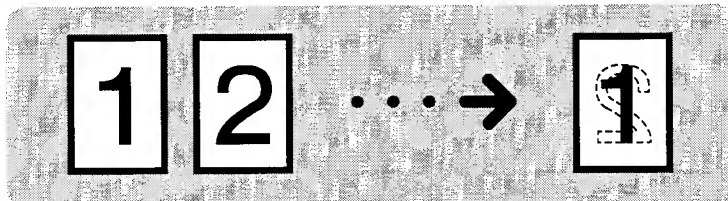


WHAT YOU CAN DO WITH
THIS COPIER

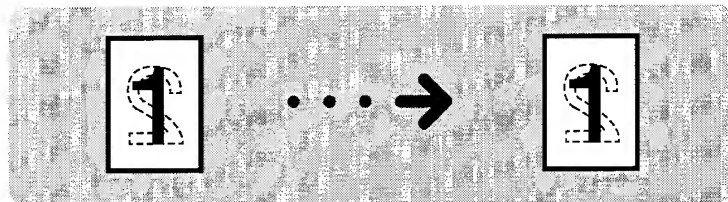
Making Two-sided Copies

➤ See page 61.

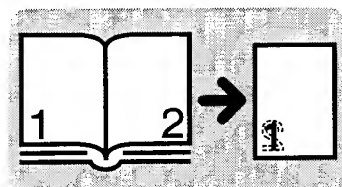
From one-sided originals



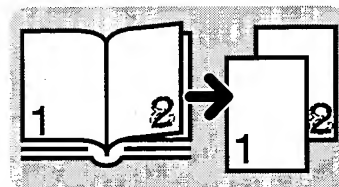
From two-sided originals



From book originals (Single)

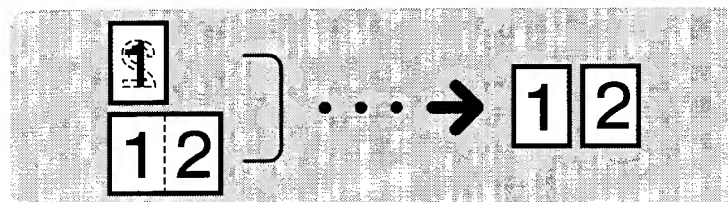


(Multi)



Making One-sided Copies

➤ See page 68.



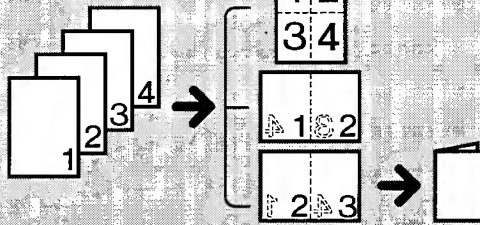
Combining Originals Into One Copy

➤ See page 70.

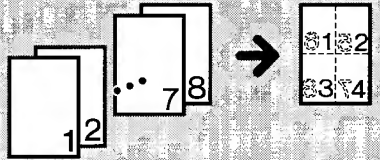
From 2 one-sided originals



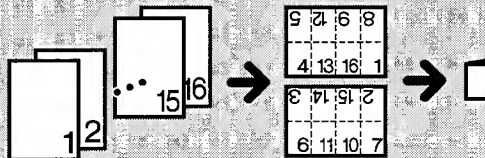
From 4 one-sided originals



From 8 one-sided originals



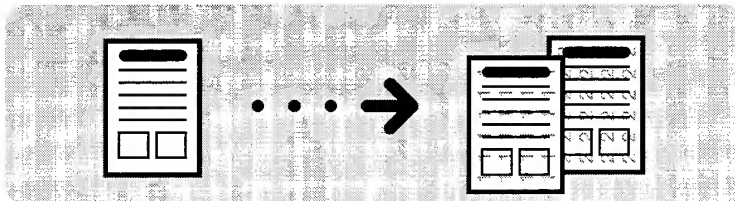
From 16 one-sided originals



WHAT YOU CAN DO WITH
THIS COPIER

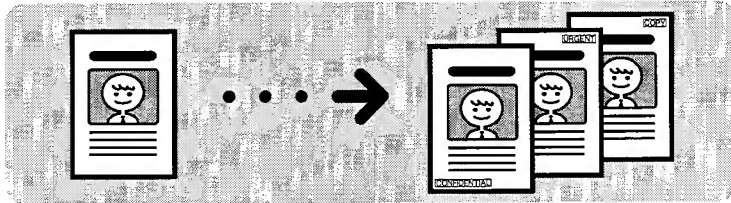
Printing Numbers On The Background Of Your Copies

➤ See page 74.



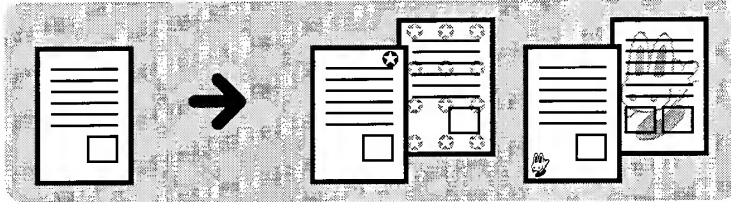
Printing Preset Messages On Your Copies

➡ See page 75.



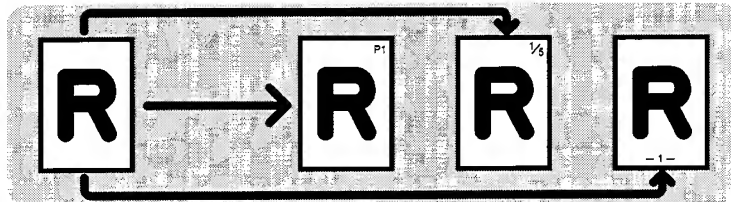
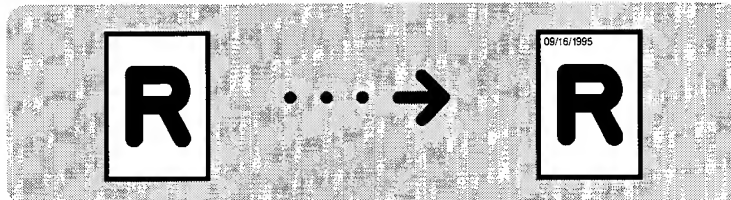
Printing Your Own Messages On Your Copies

➡ See page 79.



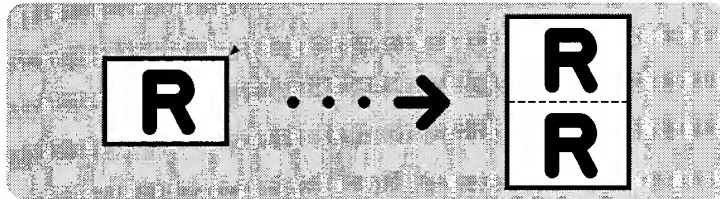
Printing Dates And Page Numbers

➡ See page 81.



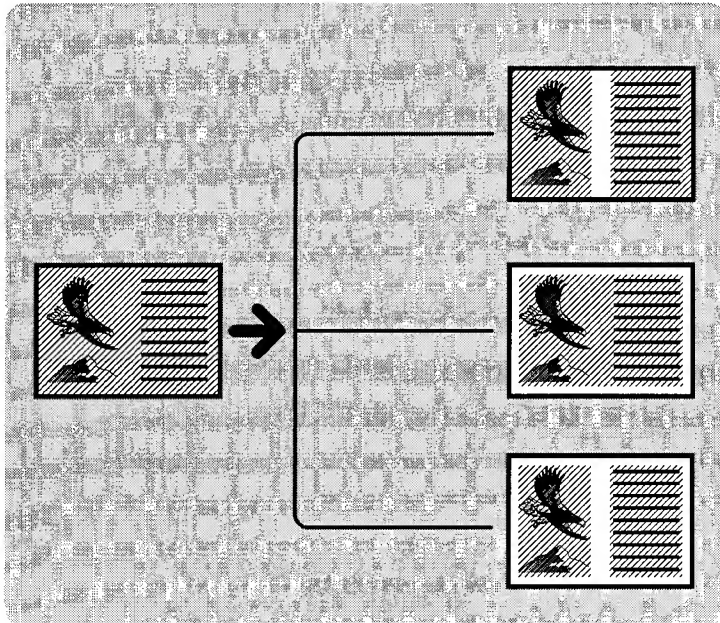
Copying The Image Twice On One Page

➤ See page 86.



Erasing The Center And The Border (Erase Center/Border)

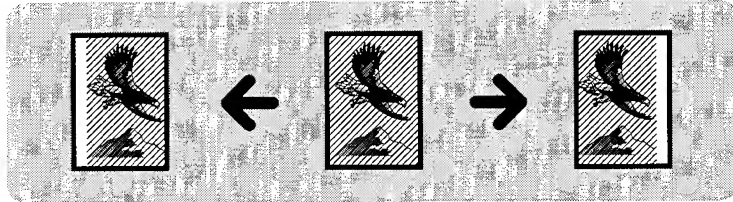
➤ See page 88.



WHAT YOU CAN DO WITH
THIS COPIER

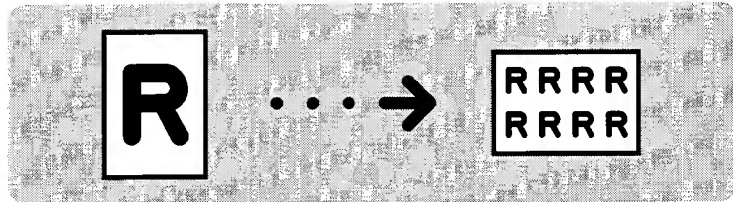
Adjusting The Margin

➡ See page 89.



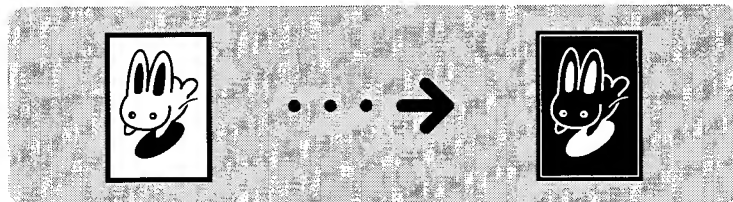
Repeating An Image Over The Entire Copy

➡ See page 91.



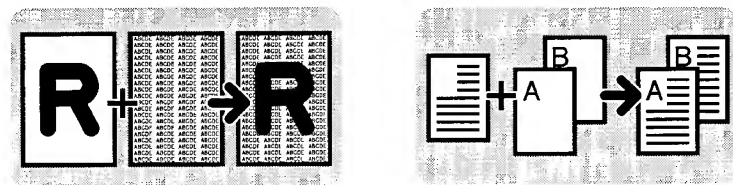
Reversing Black And White

➡ See page 93.



Merging Images

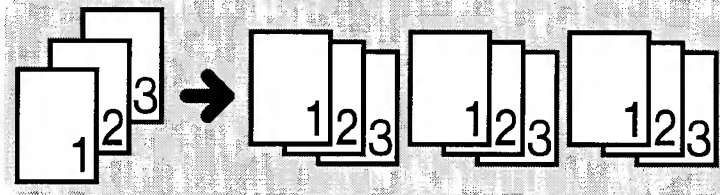
➡ See page 94.



Optional Finishing

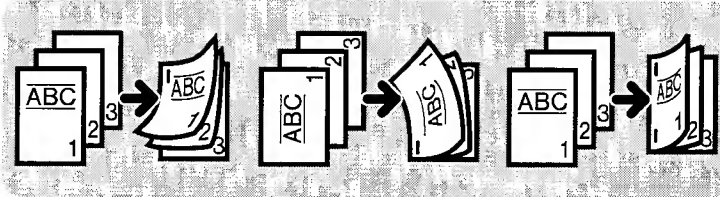
Sorting into sets (123, 123, 123)

➤ See page 96.



Stapling

➤ See page 100.



WHAT YOU CAN DO WITH
THIS COPIER

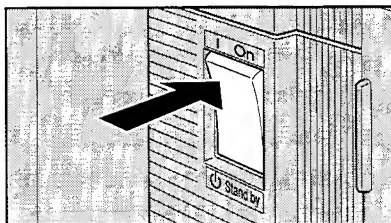
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STARTING THE COPIER

When The Main Switch Is In The Stand-by Position

- 1 Turn on the main switch.

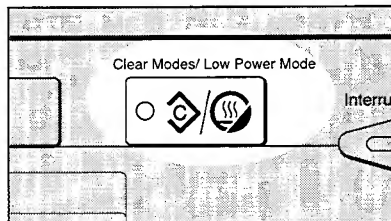


- 2 Wait for the copier to warm up. During the warm-up period (within 140 seconds), "⏻ Please wait." appears on the display.
- 3 After warm-up, "⏻ Ready" appears on the display.

When The Display Is Off And The Indicator Of The Clear Modes/Low Power Mode Key Is Lit

The copier is in Low Power mode.

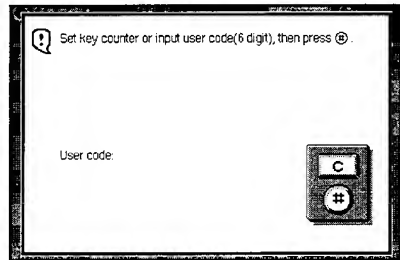
- 1 Hold down the **Clear Modes/Low Power Mode** key until the indicator is not lit. The machine will return to the standby condition.
- ☐ For details about Low Power mode, see page 137.



- ❑ The following actions will also make the copier ready:
 - ◆ The copier detects anyone operating it.
 - ◆ Opening or closing the optional platen cover.
 - ◆ Opening or closing the optional document feeder.
 - ◆ Setting originals in the optional document feeder.
 - ◆ Opening or closing the bypass tray.
 - ◆ Pressing any key.

When The Copier Is Set For User Codes

- 1** The display instructs you to input your user code, as shown in the illustration.

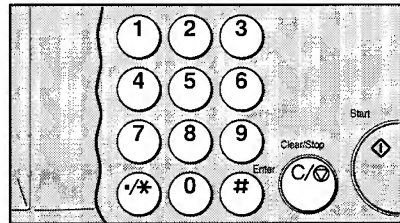


- 2** Input your user code (6 digits) using the **Number** keys.

- ❑ To change the entered code, touch the **[C]** key or press the **Clear/Stop** key. Then, enter the new code.

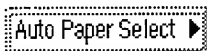
- 3** Touch the **[#]** key or press the **Enter** key.

- ❑ To prevent others from making copies with your user code, when you have finished using the machine, hold down the **Clear/Stop** key and press the **Clear Modes/Low Power Mode** key.
- ❑ Regarding user codes, see page 140.



USING THE TOUCH PANEL DISPLAY

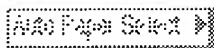
On the touch panel display, you can find keys, instructions and messages. By touching keys on the display, you can select or deselect functions and enter data for the selected modes. The display uses the following conventions:



Keys that have the option of being selected.



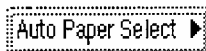
Keys that have been selected.



Keys that have no option to select.

In this manual, we use the following convention:

Key on the display:

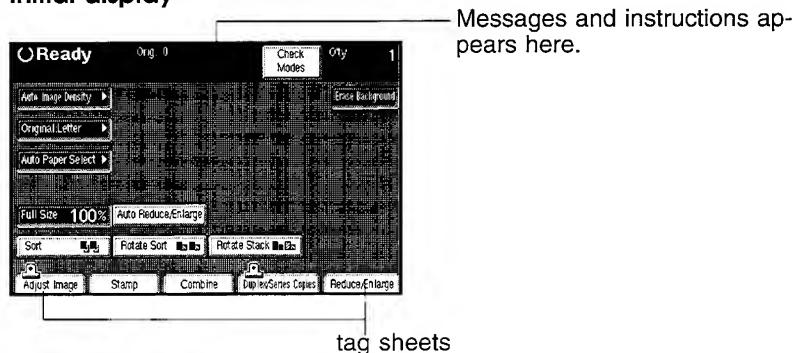


In the manual :

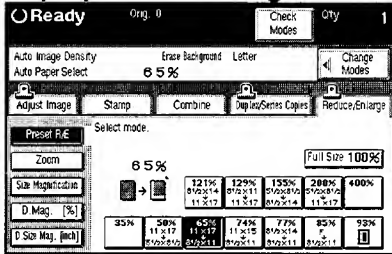
[Auto Paper Select] key


⚠ Caution: *Do not press the touch panel display with any hard or sharp object (pen, pencil, etc.). Always use your fingers or something with a soft tip.*

Initial display



Display after selecting functions on the tag sheets

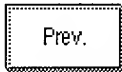


After selecting functions on tag sheets, the clip  appears on the tag.



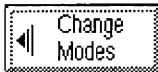
[Check Modes] key

When you have selected functions on tag sheets, this key appears on the upper right area on the touch panel display. Touch this key to see at a glance all the modes you selected.



[Prev.] key

This key appears in the upper right corner of the display when you touch the [Check Modes] key. Press to go back to the previous display.



[Change Modes] key

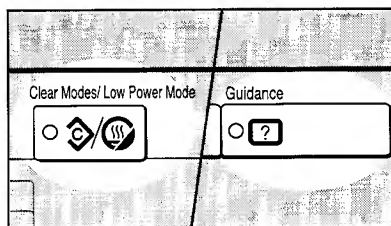
When you select functions on the tag sheets, this key appears on the display. Touch this key to change settings of the following modes:

image density, original type settings, copy paper size, Auto Reduce\Enlarge, and finishing

GETTING HELP ON THE DISPLAY

Press the **Guidance** key when you want to know detailed information about functions you use.

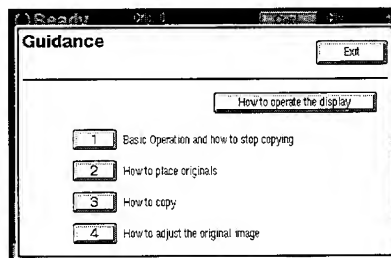
- 1** Press the **Clear Modes/Low Power Mode** key then the **Guidance** key.



- 2** Touch the key you want to know about on the touch panel display.

For example, if you want to know about "How to operate the display", touch the **[How to operate the display]** key.

- ❑ To go to the next page, touch the **[Next]** key. To return to the previous page, touch the **[Prev.]** key.
- ❑ To go back to the display shown after pressing the **Guidance** key, touch the **[Menu]** key.
- ❑ To exit from the guidance display, touch the **[Exit]** key.



RECOMMENDED & NON-RECOMMENDED ORIGINALS

Recommended Originals

- ❑ Regarding originals that the optional document feeder can handle, ➡ see page 169.

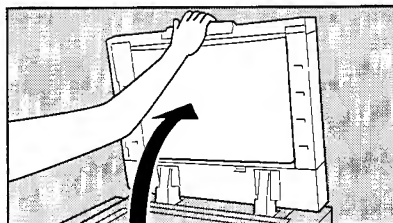
Non-recommended Originals For The Optional Document Feeder

⚠ CAUTION: *The following types of originals are not recommended for use with the document feeder. Place them directly on the exposure glass.*

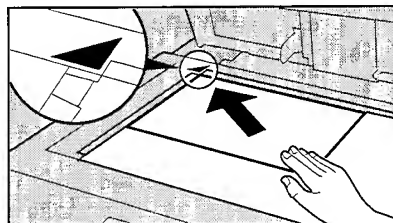
- ❑ Originals thicker than 128 g/m², 34 lb
- ❑ Originals thicker than 105 g/m², 28 lb when using two-sided originals
- ❑ Originals thinner than 40 g/m², 11 lb. But for originals between 40 and 52 g/m² (11 and 14 lb), the document feeder must be set to Thin Paper mode. ➡ See page 139.
- ❑ Originals larger than A3, 11" x 17"
- ❑ Originals smaller than A5, 5 1/2" x 8 1/2"
- ❑ Paper with any kind of coating (such as carbon) on the back
- ❑ Folded, curled, creased, or damaged originals
- ❑ Mailing labels, or perforated originals
- ❑ OHP transparencies
- ❑ Translucent paper
- ❑ Pasted originals
- ❑ Damp originals
- ❑ Sticky originals
- ❑ Wavy originals
- ❑ Originals that are not made from paper
- ❑ Originals written in pencil on both sides, or two-sided carbon originals
- ❑ Thermal fax paper, CRO (camera ready original) or aluminum foil
- ❑ Originals with globs of ink from a ball-point pen

SETTING ORIGINALS ON THE EXPOSURE GLASS

- 1** Lift the optional platen cover or the optional document feeder.



- 2** Set the original *face down* on the exposure glass. The original should be aligned to the rear left corner.



- 3** Lower the optional platen cover or the optional document feeder.

SETTING A STACK OF ORIGINALS IN THE OPTIONAL DOCUMENT FEEDER (ADF)

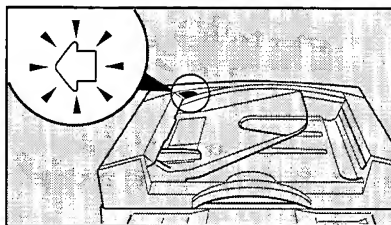
You can insert a stack of originals (one-sided or two-sided) of the same size into the document feeder. These originals are individually fed onto and removed from the exposure glass.

- ☐ If you want to set originals of different sizes at the same time, use the user tools. ➤ See page 151.

- 1** Correct any curl, fold, or crease in the originals before setting.

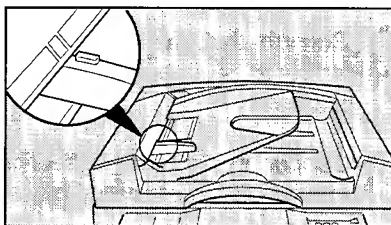
SETTING A STACK OF ORIGINALS IN THE OPTIONAL DOCUMENT FEEDER (ADF)

2 Confirm that the **Insert Original** indicator is lit before setting the originals.



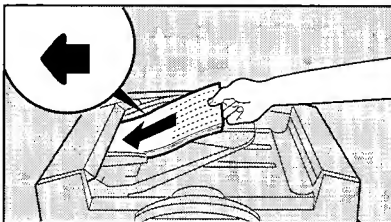
3 Confirm that no previous originals remain on the exposure glass.

4 Adjust the guide to the original size.

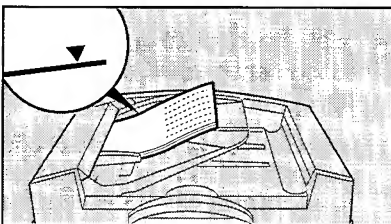


5 Set the originals *face up* into the document feeder until the **Insert Original** indicator goes off.

- ☐ The last page should be on the bottom.
- ☐ The guide must touch the front side of the originals.



- ☐ Do not stack originals above the limit mark.



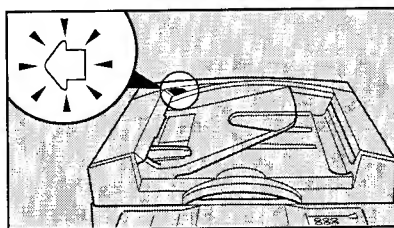
SETTING ONE ORIGINAL AT A TIME IN THE OPTIONAL DOCUMENT FEEDER (SADF)

You can insert one original at a time into the document feeder. The original is automatically fed onto and removed from the exposure glass.

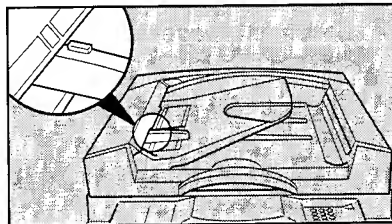
1 Correct any curl, fold, or crease in the originals before setting.

2 Confirm that the **Insert Original** indicator is lit before setting the originals.

3 Confirm that no previous originals remain on the exposure glass.

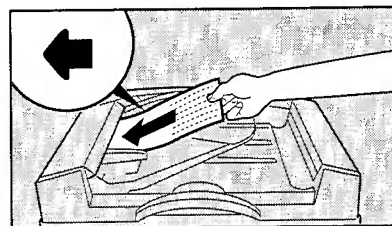


4 Adjust the guide to the original size.



5 Set the original *face up* into the document feeder until the **Insert Original** indicator goes off.

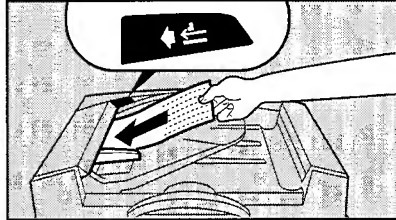
- ☐ If you are copying a stack of originals one sheet at a time and you want to keep them in order, start with the last page of the originals.
- ☐ The original guide must touch the front side of the original.



6 Press the **Start** key.

7 While the **Auto Feed** indicator is lit after an original is fed, set the next original. The original is automatically fed and copied.

- If you have set more than two originals, the **Auto Feed** indicator is not lit after the last original is fed. In this case, press the **Start** key again after setting an original.



SETTING ONE ORIGINAL AT A TIME IN THE OPTIONAL DOCUMENT FEEDER (SADF)

COPYING

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BASIC OPERATIONS

One-to-one Copying (Full Size Copying)

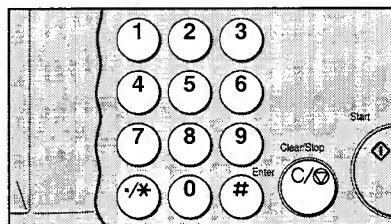
You can make copies that are the same size as your originals.

- ❑ Duplex mode (from an even number of one-sided originals to two-sided copies in Top to Top orientation) and Margin Adjustment (0.2" width right margin for the back side) are default settings. If you want to change these settings, touch the **[Duplex/Series Copies]** and **[Adjust Image]** keys. You can change the default settings with the user tools. ➤ See pages 141 and 143.

1 Set your original on the exposure glass or in the optional document feeder. ➤ See pages 30 ~ 33.

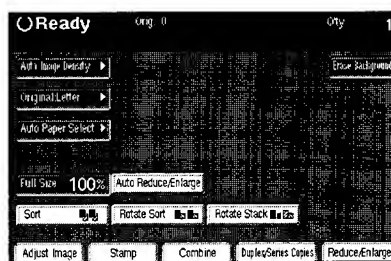
2 Enter the number of copies required using the **Number** keys.

- ❑ To change the number entered, press the **Clear/Stop** key, then enter the new number.



3 Confirm that the **[Auto Paper Select]** key is dark. If not, touch the **[Auto Paper Select]** key, or select the proper paper size using keys on the display.

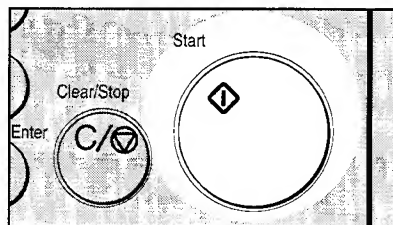
- ❑ Regarding Auto Paper Select, ➤ see page 39.
- ❑ Regarding selecting paper size, ➤ see page 38.



4 Make sure that the **[Full Size]** key is dark. If not, touch it.

5 Press the **Start** key.

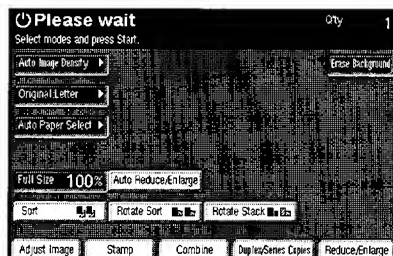
- ❑ To stop the copier during the multi-copy run, press the **Clear/Stop** key.
- ❑ Press the **Start** key to resume copying, or press the **Clear/Stop** key to clear the entered copy number.



Entering Copy Job Settings During The Warm-up Period (Auto Start)

During the warm-up period (within 140 seconds), the display is as shown. If you enter your copy job settings and press the **Start** key during the warm up period, the copier will start copying automatically when the copier reaches the ready condition.

- ❑ To cancel Auto Start, press the **Clear/Stop** key.

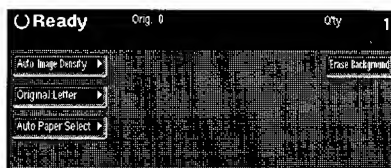


Adjusting Copy Image Density

Auto and manual image density

If the **[Auto Image Density]** key is dark, Auto Image Density is selected. If not, touch the **[Auto Image Density]** key.

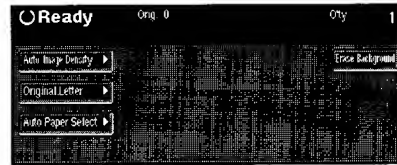
If the **[Auto Image Density]** key is light, Manual Image Density mode is selected. To get a darker image, touch the **[Darker]** key. To get a lighter image, touch the **[Lighter]** key.



Erasing Background (Erase Background)

Use this mode to mask out a dirty background (e.g. with a newspaper) and get clear copies.

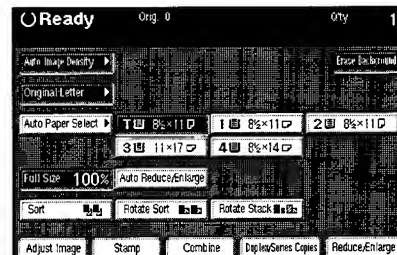
Confirm that the **[Erase Background]** key is dark. If not, touch it.



Selecting The Copy Paper Size (Manual Paper Select)

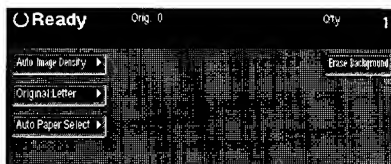
You can select the desired copy paper size manually by touching one of the tray keys in the display.

- ❑ Regarding setting copy paper in the bypass tray, see page 50.
- ❑ The keys that have an * (asterisk) cannot be used for Auto Paper Select.



Having The Copier Choose The Paper Size (Auto Paper Select)

The copier selects a suitable size of copy paper based on the original size and the reproduction ratio. Make sure that the **[Auto Paper Select]** key is dark. If not, touch the **[Auto Paper Select]** key.



- ❑ If you use translucent or transparent originals or originals with tags, the original size might not be detected correctly.
- ❑ When placing the original on the exposure glass directly, make sure that the optional platen cover or optional document feeder is lowered before pressing the **Start** key. Otherwise, the original size might not be detected correctly.
- ❑ When the original is set at a different direction from the copy paper in the paper tray and the required paper size is A4, 8 1/2" x 11" or smaller, the copier automatically rotates the original image by 90° to match the copy paper direction and make copies.
- ❑ The tray keys that have an * (asterisk) cannot be used for the Auto Paper Select.
- ❑ Regarding the combination of the Auto Paper Select and Stapling, see page 101.
- ❑ Regarding functions that cannot be used together with this function, see page 105.
- ❑ Duplex mode (from an even number of one-sided originals to two-sided copies in Top to Top orientation) and Margin Adjustment (0.2" width right margin for the back side) are default settings. If you want to change these settings, touch the **[Duplex/Series Copies]** and **[Adjust Image]** keys. You can change this default setting with the user tools. See pages 141 and 143.

BASIC OPERATIONS

- When you use Auto Paper Select, refer to the following table for possible copy paper sizes

Metric version

Original	Possible selected paper sizes for copy
A or B type*	A or B type*
8" x 13"	8" x 13"***, A or B type*
8 1/4" x 13"	8 1/4" x 13"***, A or B type*
8 1/2" x 13"	8 1/2" x 13"***, A or B type*
LT type**, 8" x 10"	LT type**, 8" x 10", A or B type*

* :A type (A3, A4, A5), B type (B4, B5, B6)

** :LT type: 11" x 17", 8 1/2" x 11"

*** :F/F4 size selected by user tools. ➡ See page 138.

Inch version

Original	Possible selected paper sizes for copy
LT type	LT type
A4	A4, LT type
8" x 13"	8" x 13"**, LT type
8 1/4" x 13"	8 1/4" x 13"**, LT type
8 1/2" x 13"	8 1/2" x 13"**, LT type
11" x 15", 10" x 14", 8" x 10"	11" x 15", 10" x 14", 8" x 10", LT type

* :LT type: 11" x 17", 8 1/2" x 14", 8 1/2" x 11", 5 1/2" x 8 1/2"

** :F/F4 size selected by user tools. ➡ See page 138.

Having The Copier Choose The Reproduction Ratios (Auto Reduce/Enlarge)

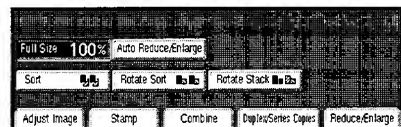
The copier can choose an appropriate reproduction ratio based on the paper and original sizes you select.

- ❑ If you use translucent or transparent originals or originals with tags, the original size might not be detected correctly.
- ❑ When placing the original on the exposure glass directly, make sure that the optional platen cover or optional document feeder is lowered before pressing the **Start** key. Otherwise, the original size might not be detected correctly.
- ❑ When the original is set at the different direction from the selected copy paper, the copier cannot rotate the image by 90°. Make sure to set the original in the same direction as the copy paper.
- ❑ Regarding functions that cannot be used together with this function, see page 105.
- ❑ Duplex mode (from an even number of one-sided originals to two-sided copies in Top to Top orientation) and Margin Adjustment (0.2" width right margin for the back side) are default settings. If you want to change these settings, touch the **[Duplex/Series Copies]** and **[Adjust Image]** keys. You can change this default setting with the user tools. See pages 141 and 143.

Example:

Metric version: Original: A3, Copy paper: A4
 Inch version: Original: 11" x 17", Copy paper: 8 1/2" x 11"

- 1** Touch the **[Auto/Reduce Enlarge]** key.



BASIC OPERATIONS

2 Set your original on the exposure glass or in the optional document feeder. ➡ See pages 30 ~ 33.

3 Select the copy size you require:

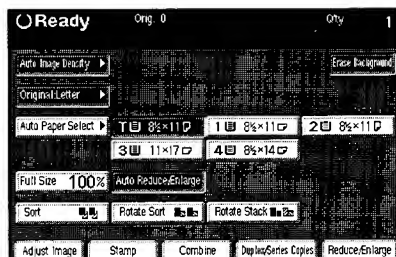
Metric version:

Touch the [A4 □] paper tray key.

Inch version:

Touch the [8 1/2" x 11" □] paper tray key.

4 Press the **Start** key. The original image is reduced to fit the selected copy paper.



Selecting Original Type Setting (Letter, Letter/Photo, Photo, Generation Copy)

There are four types of original type setting. Select the appropriate original type to match the kind of originals you are copying from.

- ❑ Letter mode is the default. You can change this setting using the user tools.
 ☛ See page 141.

Letter

Select Letter mode when your originals contain only letters (no picture).

Letter/Photo

Select Letter/Photo when your originals contain photographs or pictures with letters.

Photo

Delicate tones of photographs and pictures can be reproduced with this mode.

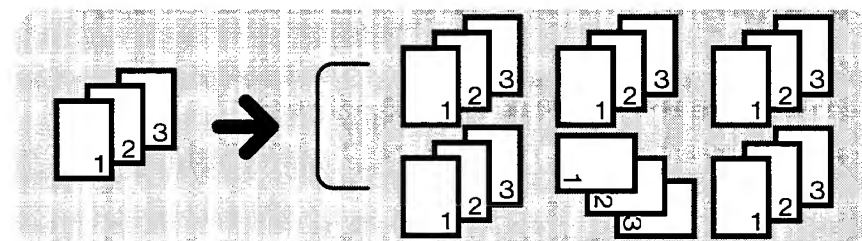
Generation copy

If your originals are copies, so called generation copies, the copy image can be reproduced sharply and clearly.

- 1** Letter mode is selected by default. Select the desired setting by touching one of four keys.



Sorting Into Sets (123,123,123) (Sort, Rotate Sort)



The copier puts images of more than two originals into memory and copies are collated into sets. In Sort mode, every copy set is delivered on the copy tray. In Rotate Sort mode, every other copy set is rotated by 90° and delivered to the copy tray, so that each set can be easily separated.

Notes for above modes

- ❑ You can make up to 999 copy sets at a time. However, when the number of copies exceeds the capacity of the copy tray, remove copies from the copy tray. Regarding the capacity of the copy tray, see page 166.
- ❑ After starting copying, the only setting you may change is image density. The change will apply from the next copy. See page 37.
- ❑ The maximum number of pages that can be stored is as follows:
A4, 8 1/2" x 11": Approximately 100 pages (images)
- ❑ You can change the settings of these modes with the user tools. See page 151.
- ❑ Regarding functions that cannot be used together with this function, see page 105.
- ❑ Duplex mode (from an even number of one-sided originals to two-sided copies in Top to Top orientation) and Margin Adjustment (0.2" width right margin for the back side) are default settings. If you want to change the modes, touch the **[Duplex/Series Copies]** and **[Adjust Image]** keys. You can change this default setting with the user tools. See pages 141 and 143.

Notes for Rotate Sort mode

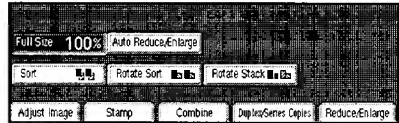
- ❑ Paper sizes that can be used in Rotate Sort mode are as follows:
A4, B5, 8 1/2" x 11"
- ❑ Two paper trays that are identical in size and different in direction are required. You can change this setting using the user tools. See page 151.
- ❑ This mode does not support different size originals.

Notes for Sort mode

- ❑ When you make two-sided copies in Sort mode, the maximum number of copies stacked in the unit for two-sided copies (duplex unit) is as follows:

A3, 11" x 17":	30 sheets
Other sizes:	50 sheets
- ❑ Different size originals can be used only when you make one-sided copies from one-sided originals.

- 1** Touch the **[Sort]**, or **[Rotate Sort]** key.



- 2** Enter the number of copy sets with the **Number** keys.

3 When setting one original at a time

- 1** Set an original on the exposure glass or in the optional document feeder (☛ see page 30 or 32). Then press the **Start** key. The copier starts memorizing the original image.
 - ❑ Start with the last page to be copied.
- 2** When the **Start** key turns green, or the **Auto Feed** indicator on the document feeder is lit, set the next original. If you have set the original on the exposure glass in step **1**, press the **Start** key.
 - ❑ Set the original in the same direction as step **1**.
 - ❑ When the memory reaches 0%, the copier stops memorizing. Press the **Start** key to finish copy jobs which are already into memory. After that, follow the instructions on the display.
- 3** Repeat step **2** until all originals are scanned.
- 4** After all originals are put into memory, press the **Enter** key.
 - ❑ If you are making one-sided copies, the first set of copies will have completed.
- 5** Press the **Start** key.

3 When setting a stack of originals in the document feeder

- ❶ Set a stack of the originals in the document feeder (☛ see page 30), then press the **Start** key.
 - ☐ The last page should be on the bottom.
 - ☐ When memory runs out during copying, the machine can be programmed to behave in two ways with the user tools.
 - ◆ Memory Full Auto Scan Restart = **[Yes]**
 - After all images in memory are copied, the machine will re-start scanning automatically.
You should re-order your copies after all copy jobs are finished.
 - ◆ Memory Full Auto Scan Restart = **[No]**
 - The machine will wait for you to press the **Start** key. At this point you should remove your copies from the copy tray. Press the **Start** key and then follow the instructions on the display to continue copying.

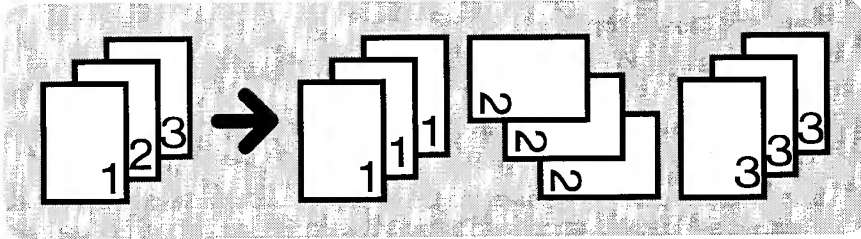
If you want to change the setting with the user tools, ☛ see page 151.

- ☐ If you make one-sided copies, the first set of copies has been completed when all original images are stored in the memory.

Stopping storing images and deleting stored images during copying

- 1** Press the **Clear/Stop** key.
 - The copying run of the 1st set and scanning will stop.
- 2** Press the **Clear/Stop** key again. If you want to delete stored images, touch the **[Yes]** key following the instructions on the display.
 - You cannot delete the stored images by press the **Clear/Stop** key, if copies have been stacked in the unit for two-sided copies (duplex unit) when making two-sided copies. In this case, after the step **1**, press the **Clear Modes/Low Power Mode** key. So that, all settings and stored images will be cleared. Then remove copies in the duplex unit by opening the front cover. For position of the duplex unit, see page 4.

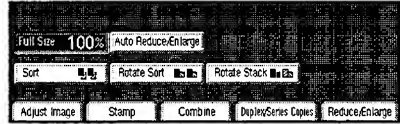
Stacking Together All Copies of A Page (111,222,333) (Rotate Stack)



Each original is copied together. Every other copies is delivered to the copy tray, turned 90°.

- ❑ You can make up to 999 copy sets at a time. However, when the number of copies exceeds the capacity of the copy tray, remove copies from the copy tray. Regarding the capacity of the copy tray, see page 166.
- ❑ These modes do not support different size originals.
- ❑ After starting copying, the only setting you may change is image density. The change will apply from the next copy. See page 37.
- ❑ Two paper trays that are identical in size and different in direction are required. You can change this setting with the user tools. See page 151.
- ❑ The paper sizes that can be used in the Rotate Stack mode is as follows:
A4, B5, 8 1/2" x 11"
- ❑ Regarding functions that cannot be used together with this function, see page 105.
- ❑ Duplex mode (from an even number of one-sided originals to two-sided copies in Top to Top orientation) and Margin Adjustment (0.2" width right margin for the back side) are default settings. If you want to change the modes, touch the **[Duplex/Series Copies]** and **[Adjust Image]** keys. You can change this default setting with the user tools. See pages 141 and 143.

- 1 Touch the **[Rotate Stack]** key.



- 2 Enter the number of copies with the **Number** keys.

3 When setting one original at a time

- 1 Set an original on the exposure glass or in the optional document feeder (☛ see page 30 or 32). Then press the **Start** key.
 - ☐ Start with the last page to be copied.
- 2 When the **Start** key turns green or the **Auto Feed** indicator on the document feeder is lit, set the next original. If you have set the original on the exposure glass in step 1, press the **Start** key.
 - ☐ Set the original in the same direction as step 1.
- 3 Repeat step 2 until your copying is finished.

3 When setting a stack of originals in the document feeder

- 1 Set a stack of the originals in the document feeder (☛ see page 30), then press the **Start** key.
 - ☐ Last page should be on the bottom.

Copying From The Bypass Tray

Use the bypass tray to copy onto OHP transparencies, adhesive labels, translucent paper, post cards, and copy paper that cannot be set in the paper tray.

- ☐ Approximately 40 sheets of copy paper (64 g/m², 17 lb) can be inserted at a time.
- ☐ Before making copies onto OHP transparencies, adhesive labels, translucent paper, and post cards, read the notes for them. ➤ See page 162.
- ☐ When you make copies using the bypass tray, it is recommended to set paper in the bypass tray lengthwise (⇨).
- ☐ When using the bypass tray, the large capacity tray cannot be used.
- ☐ The following sizes can be used as standard size copy paper. If you use other paper sizes, you should input vertical and horizontal dimensions.

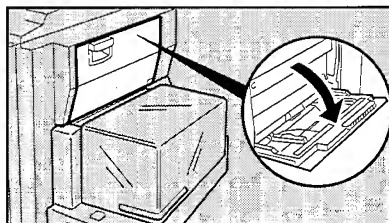
Metric version	Inch version
A3 ⇨, B4 ⇨, A4 ⇨ ⇨, B5 ⇨ ⇨, A5 ⇨ ⇨, B6 ⇨ ⇨, A6 ⇨ ⇨, 11" x 17" ⇨	11" x 17" ⇨, 8 1/2" x 11" ⇨ ⇨, 5 1/2" x 8 1/2" ⇨ ⇨, 8" x 13" ⇨,

- ☐ Regarding the functions that cannot be used together with this function, ➤ see page 105.
- ☐ With the default setting, Duplex mode (from an even number of one-sided originals to two-sided copies in Top to Top orientation) and Margin Adjustment (0.2" width right margin for the back side) are selected. In this case, touch the **[Duplex/Series Copies]** and **[Adjust Image]** keys twice to cancel these modes. You can change this default setting with the user tools. ➤ See pages 141 and 143.

1 Set your original on the exposure glass or in the optional document feeder. ➤ See pages 30 ~ 33.

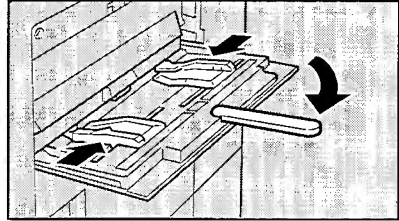
2 Open the bypass tray. The **[Bypass Tray]** key appears on the display.

- ☐ If the **[Bypass Tray]** key is not dark, touch it.



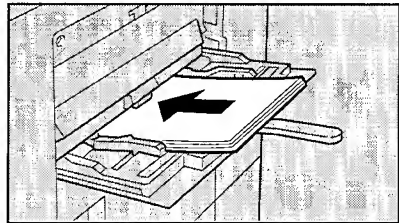
3 When copying onto standard size copy paper

- 1 Slide the paper guides to the paper width and, if necessary, swing out the extender to support large size copy paper.



- 2 Insert the copy paper into the bypass tray until the beeper sounds.

- The beeper can be canceled with the user tools. See page 137.



- 3 Press the **Start** key.

3 When copying onto non-standard size paper

Acceptable non-standard paper sizes:

Metric version:

Vertical: 100 ~ 297 mm (in 1 mm steps)

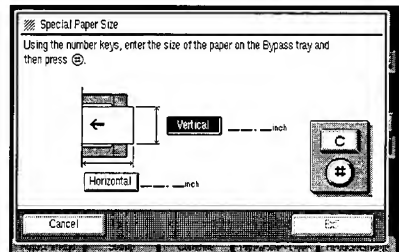
Horizontal: 148 ~ 432 mm (in 1 mm steps)

Inch version:

Vertical: 4.0" ~ 11.7" (in 0.1" steps)

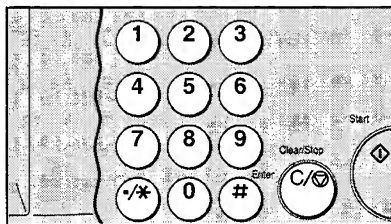
Horizontal: 6.0" ~ 17.0" (in 0.1" steps)

- 1 Press the **Enter** key.
- 2 The display changes as shown.

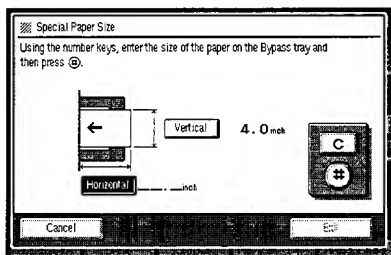


BASIC OPERATIONS

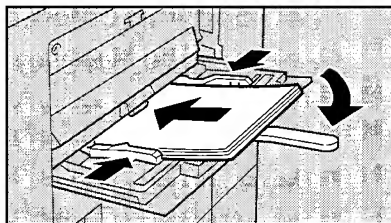
- ③ Enter the vertical size of the paper using the **Number** keys.
 - ❑ To change the number entered, touch the **[C]** key or press the **Clear/Stop** key.
- ④ Touch the **[#]** key in the display or press the **Enter** key.



- ⑤ Enter the horizontal size of the paper using the **Number** keys. Then, touch the **[#]** key in the display or press the **Enter** key.
- ⑥ Touch the **[Exit]** key to close this menu.



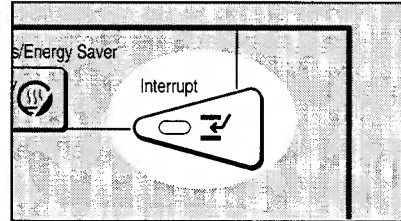
- ⑦ The **[Bypass Tray]** key changes to **[Special Paper Size]** key.
- ⑧ Adjust the guides to copy paper size and insert the copy paper until the beeper sounds.
 - ❑ The beeper can be canceled with user tools. ➡ See page 137.





- ⑨ Press the **Start** key.

Temporarily Stopping One Job To Copy Something Else (Interrupt)

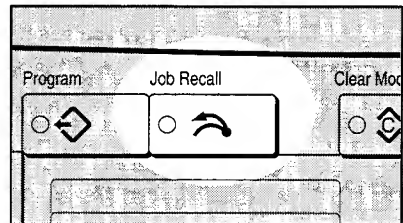
You can make urgently needed copies during a multicopy run by pressing the **Interrupt** key. The interrupted copy job settings are stored in the machine's memory. After interrupt copying is completed, press this key again to recall the previous copy job settings.



- ❑ In Interrupt mode,  is displayed on the display.
- ❑ If you use this function with the optional document feeder, you might have to reset originals not to be copied after interrupt copying is finished. Follow the instructions on the display.
- ❑ Regarding the functions that cannot be used together with this function,  see page 105.

Recalling Job Settings (Job Recall)

The previous copy job settings before auto reset or Low Power mode can be recalled by pressing the **Job Recall** key. When the previous copy job setting is saved, the **Job Recall** indicator is lit.



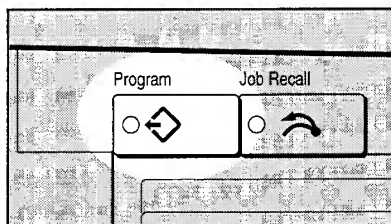
Storing Your Copy Setting In Memory (Program)

Your ten frequent copying jobs can be stored in the machine's memory.

- ❑ The stored program cannot be deleted. If you want to change the stored program, overwrite the stored program.

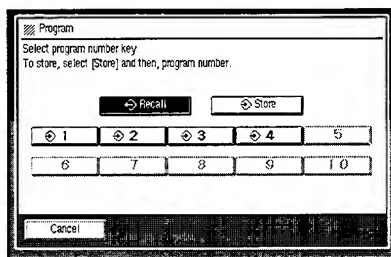
Storing your settings

- 1** Set the copy settings you want to put into memory.
- 2** Press the **Program** key.



- ❑ If you want to cancel storing, touch the **[Cancel]** key.

- 3** Touch the **[Store]** key.
 - 4** Touch one of the **[1] ~ [10]** keys that you want to store your settings in.
- ❑ A key with has already settings in it. If you want to overwrite settings, touch the key with and follow the instructions on the display.



Recalling a program

- 1** Press the **Program** key.
- 2** Make sure that the **[Recall]** key is dark. If not, touch it.
- 3** Touch one of the **[1] ~ [10]** keys that has on it.